

United States Environmental Protection Agency <b>POSITION DESCRIPTION COVERSHEET</b>		<b>1. DUTY LOCATION</b> Atlanta, GA		<b>2. POSITION NUMBER</b> (b) (6)	
<b>3. CLASSIFICATION ACTION:</b> a. Reference of Series and Date of Standards Used to Classify this Position US OPM GSSG, 4/1998, and				US OPM JFS for GS-0800, 11/2008; US OPM JFS for GS-1300, 12/1997; US OPM JFS for GS-0400, 9/2005.	
<b>Official Allocation</b>	<b>b. Title</b>	<b>c. Pay Plan</b>	<b>d. Series</b>	<b>e. Grade</b>	<b>f. CLC</b>
	*Supervisory Environmental Engineer	GM	*0819	14	001
<b>4. Supervisor's Recommendation</b>	SUPERVISORY ENVIRONMENTAL ENGINEER		GS	819	14
<b>5. ORGANIZATIONAL TITLE OF POSITION (if any)</b>			<b>6. NAME OF EMPLOYEE</b> (b) (6)		
<b>7. ORGANIZATION (Give complete organizational breakdown)</b>			<b>e. REMOVAL AND OIL PROGRAM SECTION</b>		
a. U.S. ENVIRONMENTAL PROTECTION AGENCY			f.		
b.			g.		
c. SUPERFUND DIVISION			h. Employing Office Location		
d. EMERGENCY RESPONSE & REMOVAL BRANCH			i. Organization Code 9049 5200		
<b>8. SUPERVISORY STATUS</b>					
<input checked="" type="checkbox"/> [2] <b>Supervisor or Manager.</b> Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards.					
<input type="checkbox"/> [4] <b>Supervisor.</b> Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG.					
<input type="checkbox"/> [5] <b>Management Official.</b> Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10).					
<input type="checkbox"/> [6] <b>Lead.</b> Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system.					
<input type="checkbox"/> [7] <b>Team Leader.</b> Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE.					
<input type="checkbox"/> [8] <b>All Other Positions.</b> Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
<b>9. SUPERVISORY CERTIFICATION</b> I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
<b>a. Typed Name and Title of Immediate Supervisor</b>			<b>d. Typed Name and Title of Second-Level Supervisor</b>		
(b) (6)			(b) (6)		
<b>10. OFFICIAL CLASSIFICATION CERTIFICATION:</b> I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
<b>a. Promotion Potential</b>					
<input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
<b>b. PSB Risk Designation</b>		<b>c. Financial Disclosure Form</b>		<b>d. "Identical, Additional" (IA) Allocation</b>	
<input type="checkbox"/> 1 Low N/A <input type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Realignment Security Clearance Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input checked="" type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required		This position <input type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
<b>e. FLSA Determination</b>		<b>f. Functional Classification Code</b>			
<input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> Executive		92			
<b>g. Bargaining Unit Code</b>		<b>h. Check, if applicable:</b>		<b>i. Classifier's Signature</b>	
8888		<input type="checkbox"/> Medical Monitoring Required <input checked="" type="checkbox"/> Extramural Resources Management Duties (45% of time) <input type="checkbox"/> This position is subject to random drug testing ( )		/s/ Lynn Dumas	
<b>j. Date</b>					
1/19/06					
<b>11. REMARKS</b> previously classified PD. Coversheet documents realignment action. -DT					



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<b>3. CLASSIFICATION ACTION:</b> a. Reference of Series and Date of Standards Used to Classify this Position					
	b. Title	c. Service	d. Series	e. Grade	f. CLC
Official Allocation	Supvy Env Egr/Env Sci/Life Scientist	GM GS	819 1301/401	14	300
<b>4. SUPERVISOR'S RECOMMENDATION</b> SUPERVISORY ENVIRONMENTAL ENGINEER		GS	819	14	
<b>5. ORGANIZATIONAL TITLE OF POSITION (if any)</b>			<b>6. NAME OF EMPLOYEE</b> (b) (6)		
<b>7. ORGANIZATION (give complete organizational breakdown)</b>					
a. U. S. ENVIRONMENTAL PROTECTION AGENCY			c.		
b.			f.		
c. WASTE MANAGEMENT DIVISION			g. REMOVAL OPERATIONS SECTION		
d. EMERGENCY RESPONSE & REMOVAL BRANCH			h. EPAYS Organization Code 90452301		
<b>8. SUPERVISORY/MANAGERIAL DESIGNATION</b> <input checked="" type="checkbox"/> [S] First or Second level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others and meets the requirements for coverage as described in the General Schedule Supervisory Guide. <input type="checkbox"/> [A] An individual (as defined in Section 7103(a)(10) of Title V of the U.S. Code) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment. <input type="checkbox"/> [M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager. <input type="checkbox"/> [J] A management official (as defined in Section 7103(a)(11) of Title V of the U.S. Code) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans. <input type="checkbox"/> [T] "Team Leader" This position meets the requirements for coverage under Part II of the General Schedule Leader Grade Evaluation Guide. <input type="checkbox"/> [N] None of the above applies. This is a non-supervisory/non-managerial position.					
<b>9. SUPERVISORY CERTIFICATION</b> I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor			d. Typed Name and Title of Second-Level Supervisor		
(b) (6)			(b) (6)		
<b>10. OFFICIAL CLASSIFICATION CERTIFICATION</b>					
a. <input checked="" type="checkbox"/> This position has no promotion potential. <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:			b. Fair Labor Standards Act <input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Exempt		c. Functional Code 94
d. Bargaining Unit Code 38	e. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (___% of time) <input type="checkbox"/> This position is subject to random drug testing		f. Signature Lynn Dumas		g. Date 1-19-06
<b>11. REMARKS</b>					

**Supervisory Environmental Engineer/Environmental Scientist/Life Scientist**  
**GS-819/1301/401-14**

**Introduction:**

This position serves as Section Chief of the Removal <sup>+Oil Program</sup> ~~Operations~~ Section, Emergency Response & Removal Branch, ~~Waste Management~~ <sup>Superfund</sup> Division, U. S. Environmental Protection Agency, Region 4, Atlanta, Georgia. The work of this organization is complex in nature and the supervisor is responsible for providing technical direction and guidance to a multi-disciplinary staff responsible for implementing the edicts of the National Oil and Hazardous Substances Pollution Contingency Plan, including authorities under the Comprehensive Environmental Response, Compensation and Liability Act of 1980 (CERCLA), as amended by the Superfund Amendments and Reauthorization Act of 1986 (SARA) as well as the Clean Water Act as amended by the Oil Pollution Act of 1990. This is an interdisciplinary position which can be filled by an individual with a professional background in environmental engineering or physical or life sciences.

**Major Duties:**

Responsible for the daily administrative and technical management of the Section. Provides oversight in the planning, direction, and coordination of all Section functions. Formulates and develops work plans in conjunction with program officials in the other Sections in the Branch and with other Branches in the Division. Anticipates needs, requirements, problems, developments, and trends so that new programs and strategies can be planned and integrated into the total regional program.

Manages, directs, and provides technical guidance to a multi-disciplinary staff comprised of highly skilled professional engineers, scientists, technical and administrative support employees. These employees are responsible for evaluating threat posed by uncontrolled hazardous waste sites and/or time-critical response actions needed to stabilize those sites that pose immediate threats to the public and/or the environment.

Provides leadership in the area of Superfund removal activities and is recognized for this expertise and experience by both headquarters and regional EPA staff, as well as state and local environmental agency personnel. Has primary responsibility for insuring that uncontrolled hazardous waste sites are safe by insuring that these sites are evaluated as required by headquarters guidance and are certified as being safe or that needed responses are taken. Has regional responsibility for developing and maintaining the ERRB Quality Assurance/Quality Control program as well as ERRB standard operating procedures.

Provides advice and consultation to high-level federal and industrial representatives on problems of a highly technical nature pertaining to the design and implementation of plans to contain, treat, remove and dispose of chemical waste from uncontrolled hazardous waste sites. This advice and consultation may be without precedent due to the circumstances surrounding the site.

Responsible for managing the time-critical removal enforcement program. This includes coordination with Regional legal staff and Regional technical enforcement staff. Also may include participating in complex negotiations with Potential Responsible Parties (PRPs).

Manage Region 4's Oil Program to support the activities of response, prevention, and preparedness activities. Region 4 responds to 50 -70 significant discharges of oil a year which requires coordination with the National Pollution Fund Center to obtain funding through a National Multi-Incident Interagency Agreement between EPA and U.S. Coast Guard. To prevent oil discharges, Region 4 conducts SPCC/FRP inspections and outreach seminars. Administer the Oil Spill and SPCC expedited enforcement settlement program. Preparedness activities consists of training, exercise participation, unannounced drills, FRP plan reviews, area plans, and RRT participation.

Responsible for managing the Regional Removal Advice of Allowance. Includes prioritizing among competing projects in determining appropriate funding mix. Responsible for tracking and reporting accomplishments in the time-critical removal program. Determines goals and objectives that need additional emphasis, determines the best approach or solution for resolving budget shortages and plans for long range staffing needs.

Performs personnel management functions such as assignment and review of work; approval of leave; identification of training needs and evaluation; recommendation of incentives such as promotions, performance, and honorary awards; initiation of disciplinary actions as required; initiation of personnel actions for new appointments, promotions, reassignments, and details or temporary assignments within the Section to facilitate shifting workloads or program emphasis; and keeping employees apprized of management and personnel policies. Interviews candidates for positions and makes selections. Hears and resolves complaints from employees.

Represents the Division and Region in highly visible and controversial discussions with the public, industry officials, public officials, and the new media. Attends meetings sponsored by EPA, state agencies, and other federal agencies to develop and improve program agreements and to communicate regional program philosophy. Serves as special Agency work groups, guidelines committees, and special task forces to achieve Agency objectives. Keeps abreast of proposed legislation which would affect program objectives.

Advises Branch Chief or other Division management on policy or programmatic issues and their potential impact. Establishes and implements operating procedures for the program to ensure that appropriate deadline management and work tracking systems are employees and that appropriate review of staff work occurs. Represents the Division or the Region at hearings, seminars, and other professional activities.

Frequent travel is required.

#### **Factor 1: Program Scope and Effect - Level 1-3 550 points**

The incumbent oversees the Section's programs which encompass all or a large portion of the southeastern United States (Region 4). The portions of major programs performed within the Section are of a complex nature, significantly impacting the conduct of Branch, Division, and Regional Agency business with other Federal, State, and local governments and municipalities, and segments of the regulated community and the general population within the Region.

#### **Factor 2: Organizational Setting - Level 2-2 250 points**

The incumbent reports directly to the Branch Chief, who is one level below the SES Division Director.

#### **Factor 3: Suprv. & Managerial Authority Exercised-Level 3-2 450 points**

The Section Chief exercises supervision to accomplish Section work plans, goals and objectives, and regulatory requirements. Incumbent plans work to be accomplished by subordinates and sets and adjusts priorities. See MAJOR DUTIES for more detail.

#### **Factor 4: Personal Contacts**

##### **Subfactor A - Nature of Contacts - Level 4A-4 100 points**

Personal contacts include high level officials within and outside the Division and Region and in EPA Headquarters; high level officials of other Federal, State, and local agencies; key representatives in private industry; engineering and environmental consultants; and officials in National, State, and local environmental or public action groups. Such contacts may involve telephone or personal contact, small group meetings, and



public meetings or presentations.

**Subfactor B - Purpose of Contacts - Level 4B-3 100 points**

The purpose of contacts is to justify, defend, or negotiate in representing the programs of the Section, in obtaining or committing resources, and in gaining compliance with established policies and/or regulations. Contacts often involve active participation in conferences, meetings, hearings, or presentations involving problems or issues of considerable consequence or importance to the Section's functions.

**Factor 5: Difficulty of Typical Work Directed - Level 5-8 1030 points**

The incumbent will supervise an interdisciplinary professional and support staff, where the base level of work is equal to the GS-13 level.

**Factor 6: Other Conditions - Level 6-6 1325 points**

The incumbent is responsible for identifying and integrating significant internal and external program and policy issues affecting the overall organization, such as those involving technical, financial, organizational, and administrative factors. The incumbent will also ensure the consistency of team's and/or program manager's work with EPA regulations, law, policy, and guidance, by reviewing and approving the substance of reports, decisions, case documents, contracts, or other action documents.

Total Points = 3805 = GS-14

## POSITION DESCRIPTION AMENDMENT

EMPLOYEE'S NAME

(b) (6)

ORGANIZATION LOCATION OF POSITION

Region 4

SERIES

GRADE

POSITION NUMBER

Supervisory Environmental Engineer

GM-819

14

AMENDMENT

### COOP ESSENTIAL POSITION

This position is designated as an “**essential position**” under the US Environmental Protection Agency Region 4 Continuity of Operations Plan (COOP).

In the event of an emergency or other situation resulting in implementation of the COOP, the incumbent of this position is required to carry out work assignments identified as vital business functions (essential functions) necessary for the continued success of the organization and/or to minimize the potential for the organization to suffer serious legal, financial, goodwill, or other significant losses or penalties.

Essential function(s) must operate continuously or sustain only brief interruptions. Accordingly, within twelve (12) hours of COOP activation the incumbent of this position is required to report to the designated COOP business location at the EPA SESD Facility at Athens, GA (or alternate location as determined and designated by management).

In addition to performing specific essential work functions, the incumbent of this position is required to:

- Share his/her expertise as active member of, or advisor to, the COOP planning team.
- Familiarize him/herself with the COOP plan and his/her role in it.
- Participate in COOP tests, training exercises, and after-action reporting sessions.
- Maintain readiness to report in event of COOP activation.
- Ensure his/her family's safety and security in the event of COOP activation.

CLASSIFIER'S SIGNATURE

DATE

SUPERVISOR'S SIGNATURE

DATE

*Lynna Rums*

10/17/06

*Shane Wheat*

9/21/06



## Extramural Resources Management Duties Checklist

*This checklist must be used with all PDs to identify the percentage of time an employee is engaged in duties related to managing contracts, grants, cooperative agreements, and interagency agreements. For positions requiring performance of these duties for 25% or more of the employee's time, in addition to this checklist, such duties must also be described in the body (major duties area) of the PD.*

Employee Information		Percentage of Time Spent on Extramural Resources Management	
Name	(b) (6)		This position has no extramural resources management responsibilities.
Position Number	(b) (6)	<input checked="" type="checkbox"/>	Total extramural resources management duties occupy less than 25% of time.
Title	OSE Supervisory Env. Engineer		Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.
Series/Grade	GM-0819-14 <del>GS-1304-13</del>		Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.
Organization	Superfund Division, ERRB		

When this checklist is	(b) (6)
Supervisor's Signature	(b) (6)
Personnel Specialist's Signature	DeLi Thom
Date	2/15/12

Part 1. Contracts Management Duties			
			<input checked="" type="checkbox"/> Monitors management and performance of delivery orders/work assignments after award
<b>Pre-award:</b>			<input checked="" type="checkbox"/> Defines scope of work for work assignments
<input checked="" type="checkbox"/> Plans Procurements			<input checked="" type="checkbox"/> Approves payment requests of ACH drawdowns
<input checked="" type="checkbox"/> Estimates Costs			<input checked="" type="checkbox"/> Manages cost-reimbursement contracts
<input checked="" type="checkbox"/> Obtains funding commitments			<input checked="" type="checkbox"/> Reviews invoices
<input checked="" type="checkbox"/> Prepares procurement requests			<input checked="" type="checkbox"/> Inspects and accepts deliverables
<input checked="" type="checkbox"/> Writes statements of work			Other (list)
<input checked="" type="checkbox"/> Reviews statements of work			
<input checked="" type="checkbox"/> Processes unsolicited proposals			
<input checked="" type="checkbox"/> Responds to pre-award inquiries			
<input checked="" type="checkbox"/> Participates in pre-award conferences			<b>Close-out:</b>
<input checked="" type="checkbox"/> Conducts technical evaluation of proposals			<input checked="" type="checkbox"/> Writes reports on contractor performance, costs, and tasks performed
<input checked="" type="checkbox"/> Participates in debriefing/protests			<input checked="" type="checkbox"/> Reconciles payments with work performance
Other (lists)			Closes-out payments
			Performs cost accounting
<b>Post-award:</b>			<input checked="" type="checkbox"/> Provides assistance to Contracting Officer in settling claims
<input checked="" type="checkbox"/> Prepares delivery orders			Other (list)
<input checked="" type="checkbox"/> Reviews contractor work plans			
<input checked="" type="checkbox"/> Reviews contractor progress reports			
<input checked="" type="checkbox"/> Monitors government-furnished property			
<input checked="" type="checkbox"/> Monitors cost, management, and overall technical performance of contract after award			
		<b>Percentage of Time Spent on Contracts Management</b>	
		10	%

Continued



<b>Part 2. Grants/Cooperative Agreements Duties</b>		Advises Grants Management Office of potential problems/issues	
<b>Pre-application/Application:</b>		Participates in decisions/actions to ensure successful project completion and in decisions to impose sanctions	
Prepares solicitation for proposals		Approves payments requests or ACH drawdowns	
Identifies potential grantees for area of program emphasis		Reviews requests for modifications, additional funding, etc., and makes recommendations to Grants Management Office	
Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)		Negotiates amendments	
Provides administrative information to applicants		Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only)	
Determines appropriateness of applicant's workplan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant		When necessary, recommends termination of the agreement	
Assists applicant in resolving issues in application		Resolves with Grants Management Office administrative and financial issues	
For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement		Conducts periodic reviews to ensure compliance with agreement	
Negotiates level of funding		Other (list)	
Conducts site visits to evaluate program capability		<b>Close-out:</b>	
Serves as resource to Selection Panel		Certifies deliverables were satisfactory and timely	
Informes applicants of funding decisions		Provides assistance to recipients and Grants Management Office to ensure timely close-out	
Other (list)		Reconciles payment with work performed	
<b>Award:</b>		Notifies recipient of close-out requirements	
Prepares funding package, including Decision Memorandum		Obtains legal assistance if necessary to resolve incomplete close-out	
Obtains concurrences/approvals		If project is audited, responds to issues and ensures recipient complies with audit recommendations	
Reviews/concurs in completed document		Other (list)	
Establishes project file			
Other (list)			
<b>Project Management/Administration:</b>		<b>Percentage of Time Spent on Grants/Cooperative Agreements Management</b>	
Monitors recipient's activities and progress			
Reviews reports and deliverables and notifies recipient of comments			
Provides technical assistance to recipients			
<b>Part 3. Interagency Agreements Duties</b>			
<b>Pre-Agreement:</b>		✓ Monitors cost management and overall technical performance	
✓ Plans and negotiates work effort		✓ Participates in decisions about project modification/termination	
✓ Estimates costs		Conducts periodic review of Superfund State Contracts payments receipts (Superfund only)	
Obtains funding commitments		✓ Inspects and accepts deliverables	
✓ Prepares commitment notice		Other (list)	
✓ Writes or reviews scope of work			
Responds to pre-agreement inquiries		<b>Close-out:</b>	
✓ Participates in pre-agreement conferences		✓ Reviews final report	
✓ Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)		Decides on disbursement of equipment	
Negotiates and ensures execution of Superfund State Contracts (Superfund only)		✓ Reconciles payments with work performed	
✓ Performs technical evaluation of work plan and budget		Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)	
✓ Prepares funding package and obtains necessary concurrences		✓ Certifies deliverables	
Other (list)		✓ Resolves close-out issues with Grants Management Office/other agency	
		Other (list)	
<b>Project Management/Administration:</b>			
✓ Reviews progress reports/financial reports		<b>Percentage of Time Spent on Interagency Agreements Management:</b>	
		10 %	